**Site Specific Risk Assessment**

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| **Department**: | **Date**: September 2014 |
| **Activity**: Campfires and Fire Lighting | **Re-assessment date**: September 2015 |
| **Assessment** **Reference**: SS – Fire Lighting | **Assessor**: |

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| **Potential Hazards** | **Possible Outcome** | **Who is Effected?** | **Risk Before** | **Control Measures** | **Risk After** |
| Fire | Burns | Group/Staff | Medium | * On arrival, staff must arrange the group in a carefully controlled manner. * Initially group must be positioned a safe distance away and briefed to stay at a designated distance from the fire (2 good paces away). * Staff to remain vigilant at all times. * Controlled use, safety briefing, escape plan, bucket of water/fire extinguisher * Participants are shown water bucket, location of first aid kit and first aider present at all times. | Low |
| Extinguishing the  fire | Burns/Scolds | Group/Staff | Medium | * Instructors must ensure that group are a safe distance away before attempting to put out the fire. * The fire should be extinguished until all the embers have stopped glowing. | Low |
| Fire getting out of  control | Burns/Damage to property | Group/Staff/3rd Party | Medium | * Any spare wood should remain a safe distance away from the fire. * A bucket of water/sand (and/or fire extinguisher) should always be at the activity area to put the fire out when needed. * Campfire activity must be carried out in designated area away from buildings, structures, trees (inc roots). | Low |
| Hard, uneven and  slippery surfaces | Slips, trips and  falls | Group/Staff | Medium | * Area checked for hazards   before session.   * Group checked to ensure they are wearing suitable footwear. * Pre-briefing on potential hazards | Low |
| Vegetation | Injury/infection | Group/Staff | Medium | * Staff to ensure the group remains on the main paths and must report any vegetation that may be overhanging the trail. | Low |

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| **Probability**: Low | **Severity**: Medium | **Risk Factor**: Medium | **Residual Risk**: Low |

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| **Additional Action & Control Measures** | Warn reception and maintenance team of intentions. If near doors/windows ensure they are closed to prevent accidental triggering of fire alarms. |
| **Target Date** | 11/09/14 |
| **Signed**: | **Designation**: |